Instructional Writing -Writing Folio

**Learning Intention- To complete a booklet that teaches your audience how to complete a task or activity**

Teaching Booklet

Your task is to create a booklet that teaches your target audience how to do something, or complete a particular task, at which you are an expert. State who your target audience will be. (eg 14 year olds interested in improving their skate boarding skills.)

Task 1- Choose a topic

You might have a particular hobby, sport or pass time which you know a lot about. (playing netball, collecting stamps, cooking Asian food, doing stunts on your skate board, surfing, etc.)

Choose your topic and think about how you would teach this to others.

Provide a heading that stands out. On your front page Have a heading that shows your topic and establish who your audience will be.

Task 2- Plan your booklet. Use sub headings to arrange your information. Each Page might be a separate main topic. Diagrams to match your explanations should be used.

Task 3- Complete your booklet on with an A3 cover folded in half. Use A4 sheets inside your booklet.